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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Technical Review and Policy Staff **DATE:** 3 March 1955

FROM : Chief, Administrative Staff

SUBJECT: Weekly Activity Report

1. GENERAL

a. Agency Regulations (continued item)

(1) Office of Logistics concurrence has been submitted to Regulations Control Staff regarding the following proposed Agency Regulations:

25X1A Change 3 to [REDACTED], Receipt, Custody and Disbursement of Funds
25X1A [REDACTED], Official and Nonofficial Cover Responsibilities

(2) The following proposed Agency regulatory issuances have been submitted to the Regulations Control Staff for formal coordination and publication:

25X1A [REDACTED] Coordination of Graphic Arts Research
 Procedures for Ordering Printing and
 Reproduction Equipment
25X1A Chg. 1 to R and [REDACTED] General Concepts and Policies
 Chg. 1 to R and [REDACTED] Boards of Survey
25X1A [REDACTED] Inspection of Newly Acquired Organization
 Vehicles
 [REDACTED] Procedure for Technical Inspection of
 Vehicles

2. PROJECTS AND STUDIES IN PROCESS

a. Establishment of Unvouchered Allotment Account for Unvouchered Headquarters Transportation Charges (continued item)

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[REDACTED]
also explained that as the proposed system was put into effect, certain refinements would be made as necessary as time went along.

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At the conclusion of the meeting, [REDACTED] indicated that the concurrence of the Transportation Division would be soon forwarded to the Chief, Administrative Staff, Office of Logistics.

b. Assignment of Responsibility to Office of Logistics for Initial Distribution of Agency Regulatory Issuances (continued item)

The Executive Officer, OCD, contacted this Staff on 2 March and advised that OCD concurs in the staff study concerning the subject in its entirety. He further advised that he would contact the Chief, Printing and Reproduction Division regarding the assignment of a member of OCD to work with a member of [REDACTED] staff to complete Annex 2 to the staff study. This Annex will show in detail the publications to be distributed by the Office of Logistics and those to be distributed by OCD.

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c. Basic Intelligence Training (new and completed item)

Four Office of Logistics personnel are enrolled in the Operations Support Course which began on 28 February 1955.

d. Training Records Project (continued item)

It is anticipated that integration of all training records on the individual training cards for Office of Logistics employees who have received training, both external and internal, since entering on duty with the Agency will be completed within the next two weeks.

3. OTHER ITEMS OF INTEREST

a. Personnel and Training (continued item)

(1) Personnel Report (continued item)

The on-duty strength figures for the week ending 2 March

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(2) Logistics Support Course (continued item)

The Office of Logistics Training Officer visited [REDACTED] this week for the purpose of making final arrangements for Field Training which is scheduled to begin on 7 March 1955.

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b. Mail and Courier Activities (continued item)

(1) Mail Activities Increase or decrease
over previous report

Post Office Mail

Incoming	5,104	/ 1,352
Outgoing	<u>8,511</u>	/ 4,082
	13,615	/ 5,434

Postage Expended \$827.33

/ \$168.25

(2) Courier Activities

Scheduled Courier Trips 305 / 49

Special Courier Trips 82 / 7

Inter-Agency Mail by Couriers

Incoming	2,600	/ 1,067
Outgoing	<u>2,842</u>	/ 562
	5,442	/ 1,629

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